

# Press Release

## HARFORD COUNTY GOVERNMENT

### Department of Administration



#### PUBLIC SAFETY

"Ensuring a Safe  
Harford"

#### EDUCATION

"Preparing Now,  
Building for the Future"

#### EFFICIENCY IN GOVERNMENT

"Governing Smarter"

#### ECONOMIC OPPORTUNITY

"Growing and Sustaining  
Harford's Prosperity"

#### ENVIRONMENTAL STEWARDSHIP

"Protecting Our  
Environment"

#### QUALITY LIVING

"Safeguarding What is  
Important to Harford  
County Citizens"

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Media Contact: Sherrie Johnson (410) 638-3258 (office) 443-752-3210 (cell)

### **Suzanne Wenzel Named Harford County Employee of the Month for October 2014**

(Bel Air, MD) - - Harford County Department of Law employee Suzanne Wenzel has been named the Harford County Employee of the Month for October 2014. Wenzel is a legislative specialist III with the Department of Law. She performs her duties in a cost efficient manner. She also demonstrates excellent planning and organizational skills. Wenzel's commitment to quality is continuous and exemplary. She is the consummate professional and an asset to the Department of Law as well as county government.

The administrative staff of the Department of Law usually consists of an administrative secretary and two legal specialists. Recently, the department hired a part-time legal specialist I and assigned her to four attorneys. Since the new legal specialist came from the private sector, Wenzel provided training and advice to expedite her transition to the Department of Law while simultaneously performing her normal support work for four attorneys and taking on many of the tasks usually handled by the administrative secretary.

In addition to her regular duties as a legal specialist III, she managed other responsibilities efficiently. Wenzel willingly assumed additional job duties to ensure the Department of Law ran smoothly when a member of the administrative staff took extended leave. She familiarized herself with payroll, budget, bill payment, invoicing, book and supply ordering and other duties performed by another person. Her work is exceptional, despite the additional duties. She often arrives early and leaves late to accomplish the additional responsibilities.

Wenzel is a consummate professional because of her outstanding personal qualities. She is punctual, respectful of others and their perspectives. She works independently and in some cases with the county executive's legislative liaison. She maintains a positive attitude even during challenging times. Wenzel requires a minimum amount of supervision because her work ethic is outstanding. She is a great asset to the Department of Law and goes above and beyond her job description to assist the entire staff.

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*"Preserving Harford's past. Promoting Harford's future."*